



Workers' Compensation

Board Approval:

R M Kelly, Chairman

Date: 4/26/16

If an employee is unable to work as the result of a job-related injury, workers' compensation may provide temporary disability payments and/or compensation for medical expenses incurred, according to the terms and conditions of the Workers Compensation law.

If an accident or injury occurs on the job, including a blood borne pathogen exposure, the injured employee shall;

1. Seek medical attention as soon as possible following the event
 - a. Complete the employee's section of the workers compensation Employee Report form.
 - b. Request that the physician complete the provider's section of the workers' compensation Employee Report form documenting his/her findings.
 - i. Obtain a copy of this completed form from the provider and submit it within twenty-four (24) hours to the on-duty officer or Deputy Director.
2. Notify the on duty officer immediately.

The Deputy Director shall complete the employers report form as soon as possible after the event and no later than one business day after the event.

Both forms (Employee's Report and Employer's Report) are available in hardcopy form at Station 11, electronically, and are kept on-hand in the Emergency Department.

Workers compensation claims will be submitted by the Deputy Director to the insurance carrier no later than one business day following the event for review. Approval of claims is at the discretion of the insurance carrier.

If approved for workers' compensation payments to replace lost wages, no medical leave, or personal leave will accrue and holiday pay will not be credited during the time the employee is receiving workers' compensation payments.

The Safety Lieutenant will conduct an investigation of any event that results in a workers' compensation claim. S/he will review the incident report (completed by the injured employee), the medical evaluation form (completed by the physician examining/treating the injured employee) and may conduct interviews of the injured employee and witnesses and take or obtain photographs and any other relevant documentation. The purpose of this investigation is to determine ways to prevent the event from recurring.



Jefferson County Emergency Services Agency Administrative Policy

AP 1150

Page 2 of 2

When appropriate, the Safety Lieutenant may impound the gear, equipment, and/or PPE being used by the injured employee at the time of the incident, unless said items have already been collected or requested by an investigating law enforcement agency. S/he will store these items in a manner to preserve any evidence and will make them available to the insurance carrier, fire marshal, or the investigating law enforcement agency upon request.